

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Fund Drive

As of 22 November, UCF pledges totalled \$109,494.75, 102.7% of goal. Only a handful of cards are still outstanding. Our "final" report was made 19 November, as requested by Attorney General Kennedy, at which time our pledges totalled \$109,282.25, 102.5% of goal.

Contributions to PSAS totalled \$13,631.47 as of 22 November.

2. Early Retirement

We met with Andrew Ruddock (Chief, Bureau of Retirement and Insurance, Civil Service Commission) and Tex Brown (Chief Civil Service Commission Actuary) on 18 November to review our cost estimates. While this meeting seemed to go well (Mr. Brown observing that "this was not the way we would have done it but it seems valid"), Mr. Ruddock advised me later in the week that there appeared to be a serious discrepancy in the basic gross cost rate for the Foreign Service system. Later checks revealed that the figure we used was reconfirmed with the Treasury actuaries just prior to our final revision of material for the House Committee in March 1963. However, in July 1963, Treasury prepared an informal memorandum for State Department which quoted varying rates depending on the ages of employees entering the system and the interest rate used in evaluating the fund. Treasury quoted the latter figures to CSC on their current inquiry. In view of the informal status and acknowledged incompleteness of this memorandum, we do not know whether CSC will make adjustment of our estimates a requirement of their endorsement. The differences are readily explainable in any event.

Second, Mr. Brown has questioned our omission of survivor annuities, disability retirements, and separation compensation payments in estimating net increase in annual pay out. These were intentionally omitted on the grounds that they did not represent increased costs: survivor annuities should be about the same or a little less, we expect no increase in disability retirements and the guaranteed benefit is the same, and separation compensation is (1) a benefit we have paid from current appropriations in the past and (2) a benefit which it has not yet been determined would be paid from the retirement fund or current appropriations in the future.

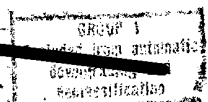
Finally, Mr. Brown has questioned our assumption that the average age at death of retirees would be 68. We do not have an actuarial basis for proving it--nor does he have for disproving it. In order to avoid a lengthy and expensive actuarial study at this time (which would be of limited validity in the absence of more facts than are available about the group to be covered), we hope to convince him that our assumption is a reasonable one.

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS: ☐  
☒ DECLASSIFIED  
CLASS CHANGED TO: TS S C

NEXT REVIEW DATE: \_\_\_\_\_

AUTH: HR 70-2

DATE: \_\_\_\_\_ REVIEWER: \_\_\_\_\_



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(If we can make an editorial comment at this point, we believe the attention now focused on costs overlooks the fact that we are not selling this program as an economy measure. We are convinced that the Agency needs this program as part of its overall manpower controls.)

A meeting with Mr. Ruddock on Friday, 22 November was cancelled, as was a second meeting on Monday, 25 November. However, we will see him as soon as possible\* to clarify the questions which have been raised.

Tuesday,  
26 Nov  
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3. Exchange of Position Classification Information with National Security Agency

[redacted] a position classifier with NSA, visited the Chief, Salary and Wage Division on 12 November. The purpose of her visit was to obtain information relative to grades and allocating factors for interrogation specialist type positions in the Office of Security. The Chief, SWD reports that sufficient information was made available to her without breaching security to satisfy her need.

He adds that we, in turn, were able to take advantage of her visit to obtain some general information with respect to medical services jobs and clerk transcribing machine operators. In all instances the discussions dealt in general terms and no information relative to total strength or specific activities was revealed.

4. Volunteer Services for Local Organizations

Through the Civil Service Commission we have received a catalog prepared by UGF of the various volunteer requirements of member organizations. These range from nurses, aides, office workers, and "baby-bathers" through various types of instructional services to hostesses for the USO. We are working on plans to make the availability of this information known to Agency employees, although we have not decided yet whether to make a simple announcement about where information can be obtained or to summarize it in a series of unclassified bulletins which employees can take home to their families. A by-product of the latter would be to increase familiarity among Agency personnel with the many and diverse services supported by their UGF contributions.

5. Training and Communications Films

On 21 November, the Bureau of National Affairs held a special showing of a new group of films which they have produced for use in supervisory training. I attended with [redacted] so we could get a better idea of what is available commercially and also get a better feel for the treatment which can be given a particular subject through this medium. These particular films were slanted toward industry and we did not feel they would be particularly useful to us. We did not come away with any specific new ideas for the films we are working on with OTR but perhaps in a more general way have a better grasp of the kind of thing which might be done.

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6. New Recruitment Associate at Harvard

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I talked with Ray Cline before he visited Harvard on the "100 Universities" program about whether or not we should redesignate [REDACTED]. He talked with Dean Price who suggested we might have an "undergraduate" Associate and a "graduate" Associate and offered both himself and his Executive Secretary in the latter capacity. [REDACTED] the recruitment officer who handles Harvard, for his comments on this proposal before we discuss it further. It does, of course, raise the question of having multiple Associates at other universities as well.

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7. Recruitment Contact from Dean of Fletcher School

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The Dean of the Fletcher School mentioned to [REDACTED], after Mr. Cline's Harvard visit, that he might be interested in exploring an assignment with us as a Member of the Board of National Estimates. [REDACTED] is sending a note to report this conversation more fully and we will bring it to Mr. Cline's attention promptly.

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8. Form for Evaluating Supervisors

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On an informal basis, [REDACTED] has suggested to [REDACTED] that a special form for evaluating supervisory performance would be unnecessary if the present Fitness Report were prepared in accordance with its instructions. He suggested instead that General Carter emphasize to the Senior Staff the importance of fully covering this aspect of performance in the preparation of Fitness Reports. [REDACTED] responded to the effect that the conclusion had already been reached that a special form should be attempted and [REDACTED] agreed to proceed with a draft. He expects to have a proposal ready for review within the Office of Personnel in a few days. Our final draft will be presented for your review and comment.

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9. Article on College Recruitment

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An article on college recruitment which [REDACTED] prepared as a member of an IAG (CSC) working group is scheduled for publication in the Commission's Personnel Methods series. We have not been advised of the publication date as yet. However, [REDACTED] has been assured of an opportunity to review the edited proof prior to printing.

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10. Advance Sick Leave

The Annual and Sick Leave Act of 1951, as amended, provides for an advance of not more than 30 days of sick leave in cases of "serious disability or ailments and when required by the exigencies of the situation." It has become common but unwritten practice in government to grant advanced sick leave in some cases on compassionate grounds even when the employee's return to duty was highly improbable if not impossible. Our policy in this regard has been to examine each request for advanced sick leave in which a return to duty was uncertain or unlikely on an individual basis. However, we have been liberal in this matter and have tended to grant such requests. (When an employee does not return to duty because of death or inability to do so for reasons of health, any advanced sick leave is "written off.")

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The Federal Personnel Manual has recently been revised and the new chapter on leave states "An employee may not be advanced annual or sick leave if it is known at the time that he will not return to duty." Although this statement does not have the mandatory application of a regulation, it does reflect current government policy and we believe we should adhere to its principle. Accordingly, we will in the future examine more severely requests for advance sick leave from employees whose return to duty is questionable (as, for example, when the employee is considering an application for disability retirement) and approve only those which we regard as completely defensible under the standard that "the exigencies of the situation require" stated in the law.

11. Medical Travel

We have discussed with [REDACTED] the problems we see in the new travel regulation which permits Operating Officials and Chiefs of Station to authorize medical travel without reference to the Office of Personnel. [REDACTED] has resolved this problem by arranging that the Area Divisions be immediately informed of the requirement that both the Medical Staff and the Office of Personnel concur in such travel. He is also preparing the issuance of a similar addition to the regulation.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

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OD/Pers/[REDACTED] (26 November 1963)

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